



Part – Time Employment Opportunity
EXTENDED DAY ASSISTANT
(RECREATION LEADER SPECIALIST V) - \$11.079 PER HOUR

The City of Long Beach, Department of Parks, Recreation and Marine, Community Recreation Programs Bureau, is seeking qualified applicants for an Extended Day Assistant position. This position supports the Extended Day Program at Silverado Park.

Duties and Responsibilities

- Work closely with the Extended Day Director to supervise, plan, conduct, and implement programs throughout the year;
- Assist children with homework and daily activities;
- Assist with the preparation and serving of snacks;
- Establish and maintain a cooperative relationship with children and parents;
- Complete and maintain accurate records;
- Maintain equipment and supplies;
- Perform other related duties as necessary.

Minimum Qualifications

- Must be at least 18 years of age;
- Be able to speak, read, and write in Spanish (this requirement is eligible for a \$0.70 per hour skill pay, in addition to the hourly rate of \$11.079);
- Must have completed 6-12 units in early childhood development education;
- Two years of experience working with children in a childcare setting or related field.

Hourly Rate and Schedule

This position is offered at a Recreation Leader Specialist V level; the rate is \$11.07 per hour. Scheduled hours vary by season and workdays could include both mornings and afternoons. Work hours will not exceed 30 hours per week during the months of September through June. This position is limited to a maximum of 1600 hours per year.

Application Process

If you are currently a Parks, Recreation and Marine employee, please submit a letter of interest and resume to Nicole Steed, Silverado Park Extended Day Office, 1545 W. 31st Street, Long Beach, California 90810, **by the application deadline of 6:00 p.m., Friday, November 3, 2006.**

If you are not a City employee, applications may be picked up and must be returned, along with a letter of interest and resume, to Nicole Steed, Silverado Park Extended Day Office, 1545 W. 31st Street, Long Beach, California 90810, **by the application deadline of 6:00 p.m., Friday, November 3, 2006.** For more information, please contact Nicole Steed at (562) 570-1675.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.